Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1349, s. 2026

NOV 18 2026

CONDUCT OF THE CONSULTATIVE WRITESHOP ON ELECTRONIC SCHOOL FORM 7 (ESF) DATA UTILIZATION FOR SCHOOL AND HUMAN RESOURCE MANAGEMENT

TO: Assistant Regional Director
Schools Division Superintendent of SDO Dumaguete City
Chief Education Supervisor of CLMD
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-4206 dated October 30, 2026, re: "Conduct of the Consultative Writeshop on Electronic School Form 7 (ESF) Data Utilization for School and Human Resource Management," which is self-explanatory.

2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
FORMS
SCHOOLS

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By: H Dacquel 10:10 am

SED-DM-2026-127

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-4206

TO : **PLANNING SERVICE**
BUREAU OF CURRICULUM DEVELOPMENT
BUREAU OF LEARNING DELIVERY
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
MONITORING AND EVALUATION OFFICE
BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS

E-signed by
Wilfredo Cabral
11/5/2026, 5:52:39 AM

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and Infrastructure

SUBJECT : **CONDUCT OF THE CONSULTATIVE WRITESHOP ON ELECTRONIC SCHOOL FORM 7 (ESF7) DATA UTILIZATION FOR SCHOOL AND HUMAN RESOURCE MANAGEMENT**

DATE : **OCTOBER 30, 2026**

The adoption of the **Electronic School Form 7 (eSF7) through Department Memorandum No. 052, s. 2023** marked a significant step in modernizing the collection, consolidation, analysis, and reporting of school-level personnel data. Implemented by the Bureau of Human Resource and Organizational Development–School Effectiveness Division (BHROD-SED), the eSF7 facilitates a systematic and consistent management of information on school personnel, their qualifications, teaching assignments, and workloads.

Since School Year (SY) 2023–2024, BHROD-SED has progressively established a school-level human resource database through eSF7 submissions. The collected data provides opportunities to examine personnel deployment, teacher workload, the alignment of teachers' areas of specialization with the learning areas they handle, and other factors that influence school-level human resource management. This data also provides a basis for understanding how policies are implemented in practice, examining variations across schools, and identifying issues that may warrant further

investigation or intervention. At the system level, consolidated eSF7 data can support broader human resource analyses and inform policy and program development.

To advance the meaningful utilization of eSF7 data, BHROD-SED shall conduct a **Consultative Writeshop on eSF7 Data Utilization for School and Human Resource Management** at **NEAP RXII, General Santos City, Region XII,** on **November 23 – 27, 2026**. The activity will convene representatives from schools, Schools Division Offices (SDOs), Regional Offices (ROs), and the Central Office (CO) to examine and interpret eSF7 findings in the context of their respective functions, identify priority concerns, and determine appropriate interventions and areas requiring further investigation. Discussions will focus on **teaching load**, the **alignment of teachers' areas of specialization** with the learning areas they handle, and **teacher-requirement analysis**.

The activity will be conducted in **two connected batches**, with participants **expected to contribute to the discussions** based on their respective roles and mandates, as follows:

- **Batch 1 Participants and Roles**
  - **School Heads and SDO Representatives**
  - Examine school-level data; Identify operational concerns; Determine possible actions and support requirements

- **Batch 2 Participants and Roles**
  - **Regional Office and Central Office Representatives**
  - Examine broader workforce and policy implications; identify possible actions within their respective mandates; and determine matters requiring further analysis or inter-office coordination

The writeshop is an initial step toward the sustained integration of eSF7 data into decision-making across governance levels. The activity shall provide a venue to identify feasible interventions, clarify issues requiring additional evidence, and identify areas for subsequent consultations or coordinated action. Through this process, eSF7 data utilization can be strengthened beyond compliance monitoring and reporting to support more responsive school management, human resource planning, and policy development.

For details on this activity, including the schedule and administrative arrangements, list of participants and applicable representation requirements, and program design, please refer to the following annexes:

- **Annex A** – Schedule and Administrative Arrangements
- **Annex B** – List of Participants and Attendance Confirmation Instructions
- **Annex C** – Indicative Program Design

For further inquiries or clarifications, please contact **Mx. Ann L. Lazaro** or **Ms. Mave-ryn Jade Balean** of the BHROD-SED via email at **bhrod.sed@deped.gov.ph**.

For immediate dissemination and appropriate action.

Copy furnished:
Office of the Secretary
Office of the Undersecretary for Operations

Annex A

SCHEDULE AND ADMINISTRATIVE ARRANGEMENTS

The consultative writeshop shall be conducted **in two batches** from **November 23 to 27, 2026,** at **NEAP RXII, General Santos City, Region XII**.

Batch 1	Batch 2
November 23 – 25, 2026 *(Monday AM – Wednesday AM)*	**November 25 – 27, 2026** *(Wednesday PM – Friday PM)*

For administrative and logistical considerations, all participants are requested to take note of the following details:

1. Travel expenses of participants from Schools, Schools Division Offices, Regional Offices, and Central Office shall be charged against their respective local funds.

2. Travel expenses of the Management Team shall be charged against **ATC No.: CO-00892 with activity code: AC-26-BHROD-SED-GASS-037.**

3. For **Board and Lodging and Meal Arrangements**, kindly refer to the table below:

Batch	Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
1	1	✓	✓	✓	✓	✓	✓
	2	✓	✓	✓	✓	✓	✓
	3	✓	✓	✓	✓	✓	X
2	1	✓	✓	✓	✓	✓	✓
	2	✓	✓	✓	✓	✓	✓
	3	✓	✓	✓	✓	✓	X

Day 1: Arrival / Check-in starts at 2:00 PM onward
Day 3: Check-out until 12 noon only

4. All participants are expected to **bring the following:**
   a. Laptop, as workshop activities shall be accomplished electronically. Tablets and phones are not recommended as alternatives;
   b. Extension cord; and
   c. Personal maintenance medicine, if any.

5. All expenses are subject to the existing accounting and auditing rules and regulations.

For any concerns or inquiries regarding the administrative arrangements, please coordinate with **Ms. Janey Rhose Diaz** of the BHROD-SED at **(02) 8633-5397** or through **bhrod.sed@deped.gov.ph**.

Annex B

LIST OF PARTICIPANTS
AND ATTENDANCE CONFIRMATION INSTRUCTIONS

BATCH 1: SCHOOL AND SDO REPRESENTATIVES			
Region	**Division**	**Office / School**	**Name and Position Title**
CAR	Abra	*Schools Governance and Operations Division* **Planning and Research Section**	**GRYAN LYLE C. NAVARRO** Planning Officer III
II	Isabela		**TIMOTEO H BAHIWAL** Planning Officer III
IV-A	Sta. Rosa City		**ADOLFO C. IBAYAN** Planning Officer III
VII	Mandaue City		**MICHELLE MIANO ULGASAN** Planning Officer III
NIR	Bacolod City		**DJOANNA MARIE P. AMEDO** Planning Officer III
IX	Zamboanga Sibugay		**MAY CAYABAN ISNAIN** Planning Officer III
CARAGA	Butuan City		**ROWENA C. EGAY** Planning Officer III
VI	Guimaras		**EUNICE E. LEDESMA** Planning Officer III
III	Pampanga	*Administrative Unit* **Personnel**	**DEXTER E. PANGILINAN** HRMO
IV-B	Palawan		**SHERYL L. QUIAMCO** HRMO
VI	Maasin City		**KAREN JANE B. ESPINA** HRMO
NIR	Cadiz City		**JOVITT M. MANANGAN** HRMO
IX	Zamboanga Sibugay		**RENZ ROY A. RAMOS** HRMO
X	Valencia		**JENNY R. SANDIG** HRMO
I	Ilocos Norte	**Curriculum Implementation Division**	**JIMMY F. DORUPAN** Public School District Supervisor
NCR	Navotas City		**MARCO D. MEDURANDA** Chief Education Supervisor
V	Camarines Sur		**MARY ANN VELOSO** Public School District Supervisor
VII	Mandaue City		**RONIL MANAYON** Public School District Supervisor
VIII	Tacloban City		**MIGUEL V. DUMAS** Education Program Supervisor
XII	Sultan Kudarat		**MARK CARLO D. BUYAO** Senior Education Program Specialist
V	Sorsogon		**EDUARDO A. POLLARCA** Public School District Supervisor

CAR	Abra	**135137** Mabungtot ES	**KEYZEL B. BRINGAS** School Principal I
NCR	Pasig City	**305413** Rizal High School	**RICHARD T. SANTOS** School Principal IV
IV-A	Rizal	**109530** San Isidro ES	**KARHEENA A. ADRIANO** School Principal III
VIII	Tacloban City	**124248** Salvacion ES	**EDEVER B. ZANORIA** School Principal III
VI	Iloilo	**500552** Iloilo River Plains IS	**RAYMOND PETER T. TOLENTINO** School Principal III
NIR	Dumaguete City	**303166** Camanjac NHS	**CATHERINE M. BOHOL** School Principal I
XI	Davao City	**304360** Davao City NHS	**EVELYN E. MAGNO** School Principal IV
XII	General Santos City	**210007** Changco ES	**RIZALDY D. CARMONA** School Principal I

In case the representative is unavailable due to prior commitments, an alternate representative may be designated, provided that they meet the prescribed criteria for alternate representatives. The designation of alternate representatives shall be subject to the approval of the Regional Director for SDO representatives and the Schools Division Superintendent for school representatives.

Criteria for the Designation of Alternate Representatives for Batch 1

1. **Division Planning Officer and Human Resource Management Officer**
   a. A Planning Officer or HRMO from another Division within the same Region may be designated as an alternate representative.

2. **Curriculum Implementation Division Representative**
   Any of the following may be designated as an alternate representative from the same Division or Region:
   a. OIC Chief Education Supervisor
   b. Public School District Supervisors
   c. Education Program Supervisors

   The alternate representative must be involved in curriculum development, implementation monitoring, and evaluation across learning areas, including the provision of technical assistance to School Heads and teachers and ensuring the attainment of prescribed learning standards.

3. **School Head**
   a. An Assistant School Principal or Acting School Principal who has knowledge and experience in school management, class programming, and teacher workload assignment, and is involved in accomplishing the eSF7.

   b. Preferably, the alternate representative should come from the same school as the originally identified School Head.

   *If the School Head and a qualified alternate representative from the same school are both **unavailable**, the concerned **SDO may nominate another School Head from within its Division** as the official representative.*

BATCH 2: REGIONAL OFFICE REPRESENTATIVES		
Region	**Office and Functional Division**	**Name and Position Title and Designation**
I	***Regional Office*** *Policy, Planning, and Research Division*	**STEPHANIE T. MONTEMAYOR** *Regional Planning Officer*
II		**CHASTITY EILLEN A. TUNGCUL** *Regional Planning Officer*
IV-A		**ADRIAN A. BULLO** *Regional Planning Officer*
V		**MERCY CASTILLO** *Regional Planning Officer*
VI		**EMILY D. SINGBENCO** *Regional Planning Officer*
VII		**ADA G. DAYONDON** *Regional Planning Officer*
IX		**PILAR G. LAYON** *Regional Planning Officer*
IV-B		**JAYSON M. EALDAMA** *Regional Planning Officer*
CAR	***Regional Office*** *Administrative Services Division*	**ELEONORA A. ALBIDAS** *Regional HRMO*
VII		**MONINA SARAH M. POMAREJOS** *Regional HRMO*
VIII		**EVA D. ROSALES** *Regional HRMO*
X		**ANNA MAE M. ATILLO-DRESSER** *Regional HRMO*
XII		**EMERIN B. ASTILLERO** *Regional HRMO*
CARAGA		**SHERYL R. PUYO** *Regional HRMO*
NCR	**Curriculum and Learning Management Division**	**MICAH G. PACHECO** Chief Education Supervisor
III		**ROSALINDA S. IBARRA** Chief Education Supervisor
VI		**DONALD T. GENINE** Chief Education Supervisor
NIR		**G.L. JOHN C. HARO** Chief Education Supervisor
X		**MALA EPRA B. MAGNAONG** Chief Education Supervisor
XI		**MARY JEANNE B. ALDEGUER** Chief Education Supervisor

The **alternate representative from the Regional Office** must come from the same functional division as the originally identified representative, possess the operational

knowledge of eSF7, and be able to provide substantive insights and relevant context to the discussions based on the office's respective roles and mandates. The designation of alternate RO representatives shall be subject to the approval of the Regional Director.

BATCH 2: CENTRAL OFFICE REPRESENTATIVES		
Level	**Strand / Office and Functional Division**	**Number of Participants**
Central Office	***Planning Service (PS)***	
	▪ Education Management Information System Division	**2**
	Learning System (LS)	
	▪ Bureau of Curriculum Development	**1**
	▪ Bureau of Learning Delivery	**1**
	▪ National Educators Academy of the Philippines	
	o Professional Development Division	**1**
	o Quality Assurance Division	**1**
	Strategic Management (StratMa)	
	▪ Monitoring and Evaluation Office	**1**
	Bureau of Human Resource and Organizational Development (BHROD)	
	▪ Office of the Director	**2**
	▪ Human Resource Development Division	**1**
	▪ Personnel Division	**1**

All official representatives from all levels are requested to confirm their participation by completing the **Attendance Confirmation Form** on or before **Wednesday, 18 November 2026,** through the QR code or link below:

bit.ly/eSF7-Writeshop2026-Confirm

Access the Form using a DepEd account.

The Attendance Confirmation Form will require representatives to provide their personal information, meal and accommodation requirements, and travel details. Representatives may also provide their emergency contact information, if applicable.

Upon confirmation of attendance, an **information packet** will be sent to the email address provided on the form. The packet will contain the **pre-workshop materials**, **important reminders**, and **additional instructions** to guide participants in preparing for and participating in the activity.

Annex C

INDICATIVE PROGRAM

Batch 1
Schools and SDO Representatives
November 23 – 25, 2026

Batch 2
CO and RO Representatives
November 25 – 27, 2026

DAY	TIME	ACTIVITY / SESSION	RESPONSIBLE
1	**Morning until 2:00 PM**	**Arrival/Check-In of Participants**	
	PM Session		
	2:00 – 3:00	Registration	**PMT**
	3:00 – 3:30	Opening Message	
		Workshop Objectives	
		Program Overview	
	3:30 – 4:30	**Session 1: Context Setting** *with Presentation of eSF7 Data and Reports*	
	4:30 – 5:00	Administrative Reminders and Closing	
2	**AM Session**		
	8:00 – 8:10	**Preliminaries**	**PMT**
	8:10 – 9:40	**Session 2: Data Exploration** *Key Question: What does the eSF7 data show?*	**PMT Participants**
	9:40 – 10:00	***Health Break***	
	10:00 – 12:00	**Session 3: Data Meaning-Making** *Key Question: What do the findings mean for our schools or offices?*	**PMT Participants**
	12:00 – 1:00	***Lunch Break***	
	PM Session		
	1:00 – 2:40	**Session 4: From Findings to Decisions** *Key Question: What needs to be done in response?*	**PMT Participants**
	2:40 – 3:00	***Health Break***	
	3:00 – 4:30	**Session 5: Action Planning and Operational Integration** *Key Question: How will we make data use part of our regular work?*	**PMT Participants**
	4:30 – 5:00	Administrative Reminders and Closing	**PMT**
3	**AM Session**		
	8:00 – 8:10	**Preliminaries**	
	8:10 – 10:30	**Session 6: Commitment and Accountability** *Key Question: What will we commit to doing with eSF7 data?*	**PMT Participants**
	10:30 – 11:00	Closing Program	**PMT**
	11:00 – 12:00	**Check-Out of Participants**	